



PLAT SUBMITTAL APPLICATION

Date of Application: _____ Date Received by City: _____

NAME OF PLAT: _____

Type of Plat (to include number of lots/units):

Owner's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Agent's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Surveyor's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Legal Description:

Location:

Names of New Streets:

Dedication Public/Private: _____

Provider for Sewer Service: _____

Provider for Water Service: _____

Preliminary Review Submittal Requirements:

- ✓ Application Fee: \$250.00
- ✓ 3 – Full size paper copies of the plat
- ✓ 1 – 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey
- ✓ 1 – copy of the development order
- ✓ 1 – copy of letter from City Engineer approving final site improvements

Final Review Submittal Requirements:

- ✓ Application Fee: \$250.00
- ✓ 1 – Full size mylar copy of the plat
- ✓ 2 - Full size paper copies of the plat
- ✓ 1 - 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey (if not submitted for preliminary review)
- ✓ 1 – copy of the development order (if not submitted for preliminary review)
- ✓ 1 – copy of letter from City Engineer approving final site improvements
(if not submitted for preliminary review)

After Recording:

- ✓ 1 – 11 X 17 copy of recorded plat to the Planning Department
- ✓ 1 – copy of recorded covenants and restrictions guaranteeing maintenance of roads and/or stormwater/management system and/or required buffers/landscaping/preservation; if a condition of the development order

Surveyor Plat Review Costs:

- 1) Review Preliminary Plat
 - a) \$350.00 for first two pages
 - b) \$50.00 for each additional page
- 2) Review Final Plat
 - a) \$300.00

Typical Platting Timeframe:

Week 1-3	Preliminary City of Freeport Planning Dept. and Consulting Surveyor Review
Week 4-6	Final Surveyor, Planning and Engineer Review (Final Site Inspection)
Week 6-9	Legal Notice, Freeport City Attorney Review
Week 9	<ul style="list-style-type: none">✓ Plat presented to the Freeport City Council for approval✓ Letter from the Property Appraiser's Office stating the assessed value of the property upon presentation of plat (<i>if required</i>)✓ Letter stating recreation impact fee based on assessed value provided by property Appraiser's Office by Freeport Planning Department (<i>if required</i>)✓ Surveyor's Plat review fees paid to City of Freeport (provide receipt of payment attached to review reports)✓ Letter from Freeport Planning Department stating the 911 Addressing Fee✓ Letter obtained from Freeport Planning Department authorizing the plat to be recorded✓ Plat recorded at Clerk of Court's Office with letter of approval from Freeport Planning Department listing any contingencies subject to all fees being paid.

- ✓ Add an additional week to the review period for each revision
- ✓ This schedule is typical but is subject to workload, FCC Meeting schedules, etc.
- ✓ Examples of plats can be made available upon request.